

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police	Investigations Bureau	Criminal Investigation Section	06-001	Form RIP1 - Rapid Indictment Program request to officers for more information on felony cases	Current plus the previous 6 months -- Destroy without RC-3	Paper	09/14/2006	Streicher, Chief Thomas H., Jr.
Police	Investigations Bureau	Criminal Investigation Section	06-002	Form RIP2 - Rapid Indictment Weekly Report	Current plus previous 2 years	Magnetic Disk	09/14/2006	Streicher, Chief Thomas H., Jr.
Police	Investigations Bureau	Criminal Investigation Section	06-003	Form RIP3 - Rapid Indictment Program Montly Report	Current plus previous year	Magnetic Disk	09/14/2006	Streicher, Chief Thomas H., Jr.
Police	Investigations Bureau	Criminal Investigation Section	06-004	Form RIP4 - Rapid Indictment Program Annual Incremental Report	Current plus previous 10 years	Paper	09/14/2006	Streicher, Chief Thomas H., Jr.
Police	Investigations Bureau	Criminal Investigation Section	06-005	RIP5 - Rapid Indictment Program Log - database of all defendants and cases processed through RIP	3 years - Delete cases older than three years without RC-3	Magnetic Disk	09/14/2006	Streicher, Chief Thomas H., Jr.
Safety	Police	Inspections	80-1	Use of Force Reports (Form 17)	Retain paper copy 2 years, then destroy.	Paper	09/23/1980	Twilling, Captain Paul E.
Safety	Police	Inspections	80-1 A	Use of Force Reports (Form 17)	Microfilm after the first year. Retain microfilm copy 5 years.	Microfilm	09/23/1980	Twilling, Captain Paul E.
Safety	Police	Services Bureau	80-2	Dispatch Cards (collects information which is later fed into computer)	2 Years	Paper	02/26/1981	McGinnis, Bret
Safety	Police	Services Bureau	80-3	Daily ERD Entries Print-out (print-out of information from Dispatch Cards)	2 Years	Paper	09/23/1980	Twilling, Captain Paul E.
Safety	Police	Internal Investigation Section	81-1	Case Files (incl. the case narrative [Form 17] and the citizens' complaint form [Form 648] which are produced by the Internal Investigations Office. These files also include copies of reports produced by other offices which include but are not limited to: Use of Force reports, Shots Fired reports, Dog Bite reports, Injury reports, arrest reports, reprimand reports.)	Current year Plus 5 full additional years	Paper	02/26/1981	McGinnis, Bret

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

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Safety	Police	Internal Investigation Section	81-2	Case Ledger (case by case listing)	Permanently	Paper	02/26/1981	McGinnis, Bret
Safety	Police	Internal Investigation Section	81-3	Index Card File of Cases	Permanently	Paper	02/26/1981	McGinnis, Bret
Safety	Police	Internal Investigation Section	81-4	Monthly Summary Reports	At least one copy permanently	Paper	02/26/1981	McGinnis, Bret
Safety	Police	Internal Investigation Section	81-5	Special Analysis Reports (compiled from other records)	Review annually for disposal.	Paper	02/26/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-1	Affirmative Action Files	Permanent	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-2	Assignment Availabilities Notices	3 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-3	Background Investigation Reports (of job applicants)	5 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-4	Badge Number Card File	Permanent	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-5	Change in Employee Data Forms - 31P	Until superseded	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-6	Compensatory Time Used Form - 25S (Found in unit offices)	5 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-7	Correspondence and Interdepartmental Memos	Review annually for disposal.	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-8	Death Claims (Death benefit vouchers - original in Finance)	5 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-9	Disciplinary Action Card File (to enable personnel jacket purges)	Revolving file, 3 years per card.	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-10	Job Complement Number cards	Permanent	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-11	Job Complement Numbers of Payroll List	Until superseded	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-12	Leave of Absence Form (use of sick leave) - 25S	2 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-13	Light Duty Files	2 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-14	Mileage Reports	2 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-15	Monthly Compensatory Time (for division, not individuals) - Form 617	2 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-16	Notary Public Commission Forms	Until superseded	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-17	Payroll Record of Compensatory Time (for individuals) - 68P (In unit offices)	5 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-18	Personnel Bulletins (Lists of appointments, transfers, etc.)	5 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-19	Personnel Distribution List	5 Years	Paper	08/06/1981	McGinnis, Bret

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

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Safety	Police	Personnel Section	81-20	Personnel Jackets - Current (Incl.: injury and workmen's compensation reports, change of employee data forms [Form 14], lists of training and miscellaneous data, auto accident list, efficiency rating scores and reports, commendations list, assignments list, armed forces service reports, personal history statement, disciplinary action reports, form 475 for new entries to the miscellaneous sheet, official oath of office.)	Purge as outlined in attached memo entitled "Purging of Personnel Field Service Records." Retain remainder of file until termination of employee, then treat as a Separated Personnel Jacket.	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-21	Personnel Jackets - Separated Personnel (Incl.: same as current personnel jacket with the addition of attendance records, shift differential form, overtime forms, separation forms, Form 17 memo on separation, uniform and equipment return check list, personnel index card.)	Purge as for 81-20. Retain file for 1 year, then microfilm all items listed in 81-20 except for form 475's and disciplinary action reports. Also microfilm all items listed in 81-21 except for attendance records, shift differential forms, and overtime forms. Retain film permanently and destroy paper copy (unless there is continuing litigation, in which case the paper copy is to be kept until settlement).	Paper	08/06/1981	McGinnis, Bret

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

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Safety	Police	Personnel Section	81-22	Personnel Pay Report (Record of time taken for various reasons)	2 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-23	Promotional List from City Hall	Permanent	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-24	Request for Transfer	3 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-25	Requisition Certification - Form 8	5 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-26	Salary step-up computer print-outs and forms (Forms typed from print-out)	3 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-27	Seniority List	Until superseded	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-28	Separations (Similar to Personnel Bulletins but for terminations)	Permanent	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-29	Tuition Reimbursement Forms	3 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-30	Unemployment Claim Forms	5 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-31	Vehicle Inspection Reports	2 Years	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Personnel Section	81-32	Workmen's Compensation Log	Permanent	Paper	08/06/1981	McGinnis, Bret
Safety	Police	Records Section	81-1	OUTT's (Ohio Uniform Traffic Tags) - Office copy (Gold copy)	Current Year + 2 full years, provided audited	Paper	08/27/1981	McGinnis, Bret
Safety	Police	Records Section	81-2	OUTT's - Violator copy	Current Year +4 full years, provided audited	Paper	08/27/1981	McGinnis, Bret
Safety	Police	Communications	85-1	Lineups	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-2	REACT Logs	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-3	Auto Theft/Recovery Log Book	3 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-4	P.C.S. Misc. Correspondence	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-5	Supply Requisitions	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-6	Wrecker Dispatch Cards	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-7	Information Desk Reports	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-8	Temporary Transfer Sheets	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-9	Shift Differential Sheets -#335C	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-10	Overtime Form435	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

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Safety	Police	Communications	85-11	Relief Reports	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-12	Wrecker Tow Logs	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-13	P.C.S. Misc. Record Files	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-14	Vehicle Validations	5 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-15	GBDC Messages	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-16	ERD Printouts	3 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-17	Auto Theft/Recovery Reports - Form CINCOM-13 (Pencil copy)	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-18	Computer Teletype Room Output	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-19	Offense Reports - Form 301 from TCRU (pencil copy)	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-20	Teletype Cards - Active and Cancel	2 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-21	False Alarm Cards - CINCOM 5	3 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-22	Dispatch Cards - CINCOM-1	4 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-23	Auto Larceny Cards - CINCOM 2 - White/Blue/Green/Pink	5 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Communications	85-24	Additional Information Cards - CINCOM-3	4 Years	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety	Police	Central Records Management Section	85-1	CTT's (Cincinnati Traffic Tags)	4 Years + Current	Paper	05/17/1985	Staft, Assistant Chief Joseph
Safety			87-267	Employee Profile and Early Warning System (Profile System)	Current + 5 Years	Computer Data Base	07/11/2001	Ryan, Kent A.
Safety	Police		87-9	Cin-Com 1 Dispatch Card (radio dispatch card) (listed on 80-2 & 80-3 schedule of record retention and destruction -- request change to this schedule).	Until computer is updated	Electronic	09/30/1987	Rager, David
Safety	Police		87-10	OH-1 Ohio Traffic - Accident Report	Current Year + 5 Years on microfilm	Electronic	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

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Safety	Police		87-11	IS-1 Daily Activity Report (criminal intelligence activity report)	Five Years	Paper	09/30/1987	Rager, David
Safety	Police		87-12	IS-2 Intelligence Report (cross reference of intelligence information)	Five Years	Paper	09/30/1987	Rager, David
Safety	Police		87-13	Cin-Com 2 Auto Theft Card (buff color) (used to update computer file)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-14	Cin-Com 2 Stolen License Plate Card (green color) (used to update computer file)	While current license plate color is valid	Paper	09/30/1987	Rager, David
Safety	Police		87-15	Cin-Com 2 Unauthorized Use of Motor Vehicle Card (pink color) (used to update computer file)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-16	Cin-Com 2 Lost License Plate Card (blue color) (used to update computer file)	While current license plate color is valid	Paper	09/30/1987	Rager, David
Safety	Police		87-17	Cin-Com 3 Additional Information Card (used for description of suspects or vehicles)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-18	IS-3 Inquiry Form (cross reference of intelligence information)	Five Years	Paper	09/30/1987	Rager, David
Safety	Police		87-19	IS-4 Intelligence Data Form (cross reference of intelligence information)	Five Years	Paper	09/30/1987	Rager, David
Safety	Police		87-20	Cin-Com 4 Wrecker Dispatch Card (record of wreckers dispatched to accident scenes)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-21	Cin-Com 7 Communications Equipment Report (record radio malfunctions)	30 Days	Paper	09/30/1987	Rager, David
Safety	Police		87-22	Form 7S City Letterhead Correspondence	1-7 Years depending on administrative value	Paper	09/30/1987	Rager, David
Safety	Police		87-23	Cin-Com 9 Tow Sheet (list of vehicles towed from city streets)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-24	Cin-Com 10 Wanted/No Wants Vehicles (update computer file)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David

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RECORDS RETENTION SCHEDULES**

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Safety	Police		87-25	Form 10A Requisition (request for supplies)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-26	Form 10B Requisition (request for supplies)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-27	Cin-Com 11 Outside Visitor Work Log (record of outside work vendors)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-28	Form 11 Radio Report (account for portable radio assigned to Operations Bureau)	Current Year unless investigation in progress on lost or stolen radio	Paper	09/30/1987	Rager, David
Safety	Police		87-29	12MW Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-30	12MB Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-31	12FW Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-32	12FB Fingerprint Card (fingerprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-33	12P Palmprint Card (palmprints taken in criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-34	Cin-Com 13 Auto Theft/Recovery Form (update computer with recovery information)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-35	Cin-Com 14 Description Card of Suspect Vehicle (update computer file)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-36	Cin-Com 15 Telephone Repair Request	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-37	Form 15 Property Envelope (used to store court evidence)	Current + 2 Previous Years after case has final disposition	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-38	Form 15N Property Envelope (used to store court evidence)	Current + 2 Previous Years after case has final disposition	Paper	09/30/1987	Rager, David
Safety	Police		87-39	Cin-Com 16 Signal 66 Log Sheet (record of false alarms at banks)	Current Year	Paper	09/30/1987	Rager, David
Safety	Police		87-40	Cin-Com 17 Mail Trip Card Record (record of interdepartmental mail runs)	Current + previous month	Paper	09/30/1987	Rager, David
Safety	Police		87-41	Form 17S Interdepartmental Correspondence (information document)	1-5 Years depending on administrative value	Paper	09/30/1987	Rager, David
Safety	Police		87-42	Form 17S Interdepartmental Correspondence (Use of Force and Shots Fired) (listed on 80-1 schedule of record retention and destruction --request change to this schedule)	Perpetual on microfilm	Microfilm	09/30/1987	Rager, David
Safety	Police		87-43	Form 18 Report of Chemical Mace, Taser Gun or Canine Bites	Perpetual on microfilm	Microfilm	09/30/1987	Rager, David
Safety	Police		87-44	Cin-Com 18 Cars Cleared Form (form advising all cars are accounted for at end of tour of duty)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-45	Cin-Com 19 Auto Theft Log Sheet (listing of all auto thefts)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-46	Cin-Com 20 Auto Recovery Log Sheet (listing of all auto recoveries)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-47	Cin-Com 22 TCRU Daily Work Sheet (record of activity of Telephone Crime Reporting Unit)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-48	Cin-Com 23 TCRU Daily Log (log of reports received by Telephone Crime Reporting Unit)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-49	Cin-Com 24 TCRU Daily Report (types of report received by TCRU)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-50	Cin-Com 25 TCRU Activity by District (report received by TCRU by district)	Current + previous year	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

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Safety	Police		87-51	Form 25S Leave of Absence: Sick (track employee sick time use for career) (listed on schedule of record retention and destruction 81-12 - request change to this schedule)	Perpetual on microfilm	Microfilm	09/30/1987	Rager, David
Safety	Police		87-52	Cin-Com 26 TCRU Calls by Hour (report of calls received by TCRU hourly)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-53	Cin-Com 27 TCRU Monthly Log (record of TCRU monthly activity)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-54	Cin-Com 28 Wrecker Log (record of wreckers dispatched by Police Division)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-55	Form 28-2M Application for Purchase of Firearm or Other Weapon	Until firearm or other weapon is no longer under control of purchaser	Paper	09/30/1987	Rager, David
Safety	Police		87-56	Cin-Com 31 First and Second Relief Daily Line-Ups (listing of radio cars reported daily to Communications Section)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-57	Cin-Com 32 Third Relief Daily Line-ups (listing of radio cars reported daily to Communications Section)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-58	Form 32 Notice of Disciplinary Action, Separation or Layoff (non-disciplinary)	Until separation of employee	Paper	09/30/1987	Rager, David
Safety	Police		87-59	Form 32 Notice of Disciplinary Action, Separation or Layoff (disciplinary)	Three Years if suspension of 10 days or less. Retain for career if suspension of more than 10 days	Paper	09/30/1987	Rager, David
Safety	Police		87-60	Form 33 Resignation	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

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Safety	Police		87-61	Form 36 Charges Preferred Against Member (Internal Investigation charge sheet)	5 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-62	Form 55 Letter of Understanding (used for paid services of police personnel, equipment, etc. by outside companies or agencies)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-63	Form 56 Letter of Understanding/Police Escorts (used for paid police escorts by outside companies or agencies)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-64	Form 64 Property Tag (confiscated/found/personal)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-65	Form 66S Notice of Official Reprimand (disciplinary action)	Three Years	Paper	09/30/1987	Rager, David
Safety	Police		87-66	Form 67P Temporary Transfer Pay (pay for working higher classification)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-67	Form 68P Overtime Slip (overtime and court appearance compensated in cash)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-68	Form 68P Overtime Slip (overtime and court appearance compensated in compensatory time)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-69	Form 74S City Personnel Injury Report (on-duty injuries)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-70	Form 75S Gas Disbursement Sheet (gasoline pumped at manual pumps at police facilities)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-71	CDOP 103 Civil Disturbance Operation Plan Equipment Inventory (equipment which would be used in case of a civil disturbance)	Current Year	Paper	09/30/1987	Rager, David
Safety	Police		87-72	GA120 Gas Disbursements (record of gasoline pumped at manual pumps at police facilities)	Current + previous year	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

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Safety	Police		87-73	Form 128 Monthly Relief Report (report of personnel assigned to each unit within Police Division)	Until superseded file is on computer disc. Updated by Form 17's correspondence.	Electronic	09/30/1987	Rager, David
Safety	Police		87-74	PR 134 Firearms List (list of firearms coming into control of Police Division)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-75	Form 137 Prisoner Description Sheet (description of subject at time fingerprints were taken on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-76	Form 137A Additional Prisoner Description Sheet (description of subject at time fingerprints were taken on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-77	Form 188 Youth Aid Squad Investigative Report (investigations involving juveniles)	7 Years on cases brought to trial or closed otherwise/indefinitely on unresolved cases	Paper	09/30/1987	Rager, David
Safety	Police		87-78	Form 189 Fingerprint and Photo Record of Juveniles	Until subject reaches 18th birthday	Paper	09/30/1987	Rager, David
Safety	Police		87-79	Form 202 Commanding Officer's Daily Time Report	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-80	Form 211 Application for Media Pass (personal information on subject of media pass)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-81	Form 264 Equipment Assigned to Sworn Officer (list of equipment assigned)	Until separation of employee	Microfilm	09/30/1987	Rager, David
Safety	Police		87-82	Form 270F Impounded Vehicle Information (information for finance or insurance company)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-83	Form 275 Court Order for Release of Property	Current + 2 Previous Years after case has final disposition	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

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Safety	Police		87-84	Form 276 Daily Traffic Accident Summary (running total of monthly accident statistics)	2 Months	Paper	09/30/1987	Rager, David
Safety	Police		87-85	Form 292 Accident Envelope (driving Under Influence folder)	Current + 3 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-86	Form 300A Index File for Criminal Information Jacket (white color) (cross index on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-87	Form 300B Index File for Criminal Information Jacket (orange color) (cross index on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-88	Form 300W Index File for Criminal Information Jacket (cross index on criminal arrest)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-89	Form 301 Offense Report (record criminal offense except for homicides and auto thefts)	Current + 6 Years	Microfilm	09/30/1987	Rager, David
Safety	Police		87-90	301A Offense Report Addendum	Current + 6 Years	Microfilm	09/30/1987	Rager, David
Safety	Police		87-91	Form 302 Homicide Report	Perpetual	Microfilm	09/30/1987	Rager, David
Safety	Police		87-92	Form 303 Auto Theft/auto Recovery or License Plate Theft/License Plate Recovery Report	Current + 8 Years	Microfilm	09/30/1987	Rager, David
Safety	Police		87-93	Form 303 Impound Vehicles (vehicles impounded by Police Division for various reasons other than auto theft/recovery)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-94	Form 304 Missing Person Report	Perpetual on all unresolved cases. Current + previous year on all solved cases	Paper	09/30/1987	Rager, David
Safety	Police		87-95	Form 305 Complaint Memo (used to record various complaints which are not reportable on forms: 301, 302, 303, or 304)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-96	Form 308 Receipts for Traffic Citation Tags (inventory system for moving and parking violation tags after issuance)	Current + previous year	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-97	Form 308A Traffic Citation Mail Envelope (can only be used one time)	None, destroy upon receipt	Paper	09/30/1987	Rager, David
Safety	Police		87-98	Form 310 Premise History Control Form (used to update computer file on premise history of a street location)	Unknown amount of time, determined by activity at certain street location	Paper	09/30/1987	Rager, David
Safety	Police		87-99	Form 311 Supplementary Offense Reports (investigative report filed with forms 301, 302, 303 & 304)	Same length of time as offense for which it was prepared.	Paper	09/30/1987	Rager, David
Safety	Police		87-100	Form 311A Preliminary Investigation Report (investigative report filed with form 301)	Current + 6 Years	Microfilm	09/30/1987	Rager, David
Safety	Police		87-101	Form 311B Early Closure Offense Card (mailed to complainant, advising their offense report is being closed Inactive)	If card is returned as undelivered by Post Office, card is retained in file for current + previous year)	Paper	09/30/1987	Rager, David
Safety	Police		87-102	Form 312 Criminal Arrest Record (manual file of criminal arrest; form is no longer generated and has been replaced by computer program.)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-103	Form 314 Notice to Appear-Juvenile (used for updated criminal history file)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-104	Form 315 alarm Response Report (report burglar alarm drop radio run)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-105	Form 316 Aided Cases Report (completed for sick, injured, found dead, suicides transported by Police Division personnel)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-106	Form 317 General Conditions Report (report incidents which are not criminal in nature)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-107	Form 319 Report of Watch Received by Pawn Broker (completed by pawn broker and returned to Police Division)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-108	Form 322 Article Received by Pawn Broker (completed by pawn broker and returned to Police Division)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-109	Form 323M Report of Purchase of Precious Metals/Stones (completed by purchaser and returned to Police Division)	Current plus 2 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-110	Form 327 Property Tag (property held for court)	Current plus 2 previous years after case has final disposition	Paper	09/30/1987	Rager, David
Safety	Police		87-111	Form 330 Receipt for Property (evidence types of property)	Current plus 2 previous years after case has final disposition	Paper	09/30/1987	Rager, David
Safety	Police		87-112	Form 333 Report of Traffic Violations (a statistical report generated by computer)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-113	Form 335 Personnel Payroll Report (accounting report of payroll) (listed on 81-22 schedule of record retention and destruction-request change to this schedule)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-114	Form 335A Shift Differential Report (tracking of shift differential pay)	Current + 3 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-115	Form 335B Sworn Annual Shift Differential (accounting report of shift differential paid to sworn personnel)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-116	Form 335C Bi-Weekly Shift Differential Report (accounting report of shift differential paid to civilian personnel)	Three Years after audited	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-117	Form 336 Unit Juvenile Arrest Report (juvenile arrests by unit) (computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-118	Form 337 UCR Adult Arrest by Arresting Unit (computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-119	Form 338 Total Arrests by Arresting Unit (computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-120	Form 369 Information to Wrecker Driver (authorized wrecker to tow vehicle at police officer's request)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-121	Form 387 UCR Juvenile Arrest/Conviction Report (computer generated)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-122	Form 388 UCR Arrest and Convictions Report (adults-computer generated)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-123	Form 389 UCR Total Arrest and Convictions Report (adults and juveniles - computer generated)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-124	Form 392 Youth Aid Index Card File (cross index on investigations involving juveniles)	7 Years on cases brought to trial or closed otherwise/indefinitely on unresolved cases	Paper	09/30/1987	Rager, David
Safety	Police		87-125	Form 404 Missing Persons Monthly Report (statistical report on number of missing persons)	2 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-126	Form 413R Photo Negative Record (request to have film processed)	Until film is developed	Paper	09/30/1987	Rager, David
Safety	Police		87-127	Form 413-35 Photo Negative Record for 35MM film	Until film is developed	Paper	09/30/1987	Rager, David
Safety	Police		87-128	Form 423 Vehicle Accident Summary (review of police vehicles involved in auto accidents)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-129	Form 425 Motor Vehicle Repair Report (request for repair service on vehicle)	Until repair is completed	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-130	Form 426 Mileage Report (monthly record of miles vehicle has driven) (listed on 81-14 schedule of record retention and destruction - request change to this schedule)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-131	Form 427 Field Vehicle Inspection Report (inspection record of police vehicles) (listed on 81-31 schedule of record retention and destruction - request change to this schedule)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-132	Form 434 Non-Sworn Employee's Daily Time Report (listing of hours worked daily by civilian employees)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-133	Form 435 Overtime Report (hours overtime to be paid in cash)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-134	Form 436A Daily Activity Record (daily activity of police officer)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-135	Form 436B Monthly composite Activity Report	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-136	Form 436C Yearly Composite Activity Record	Current + 3 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-137	Form 436J Youth Aid Squad Daily Activity Record	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-138	Form 438A Personnel Index Card (index file of Police Division employees)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-139	Form 439 Shift Selection Form (request of police officer to select shift wished to work for upcoming year)	Current year only	Paper	09/30/1987	Rager, David
Safety	Police		87-140	Form 441 Personal History Statement (list of personal information on Police Division personnel)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-141	Form 441A Personal History Statement (supplement to Form 441)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-142	Form 442 Services in U.S. Armed Services (documentation of service in U.S. Armed Services)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-143	Form 445 Continuous Service Record (listing of services performed in the Police Division)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-144	Form 446 Miscellaneous Record (used to record training received while with the Police Division)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-145	Form 447 Automobile Accident Record (record of auto accidents involved in during career)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-146	Form 448 Performance Report (evaluation of yearly performance)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-147	Form 448A/B Evaluation Form (used to assist supervisor in evaluation of employee's yearly performance)	Destroyed upon completion	Paper	09/30/1987	Rager, David
Safety	Police		87-148	Form 449 Efficiency Ratings Percentile (listing of evaluation rating number)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-149	Form 450 Wanted Person Computer Entry Sheet (descriptive data and pickup radius information on wanted subject where a warrant has been issued)	Until warrant is served and computer entry is removed	Paper	09/30/1987	Rager, David
Safety	Police		87-150	Form 451 BCI Log Sheets (criminal history/record dissemination log)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-151	Form 452 Service Record Folder (folder used to maintain personnel jacket information on Police Division Employees)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-152	Form 457 Articles for Fingerprint Check (evidence submitted)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-153	Form 458 Wrecker Release (signed by driver involved in auto accident who calls own wrecker)	Current year	Paper	09/30/1987	Rager, David
Safety	Police		87-154	Form 474 Renewal, Transfer, or Issuance of Liquor License	Until liquor license is cancelled by State of Ohio	Paper	09/30/1987	Rager, David
Safety	Police		87-155	Form 475 Personnel Memorandum (disciplinary action)	3 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-156	Form 475 Personnel Memorandum (Non-disciplinary action)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-157	Form 475A Weapon, Ammo Approval (target range qualification yearly)	One Year after separation, microfilmed and filed perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-158	Form 479 Station Key Book Page (listing of offenses by offense number yearly)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-159	Form 481 Warrant Transfer Slip (listing transfer of warrant/capias from one unit to another)	Destroyed upon receipt	Paper	09/30/1987	Rager, David
Safety	Police		87-160	Form 484 Analytical Report for Liquor Violations (chemical analysis of Liquor confiscated)	6 Years after final disposition of case in court or Ohio Department of Liquor Control	Paper	09/30/1987	Rager, David
Safety	Police		87-161	Form 506 Juvenile Complaint Memorandum (investigation of juvenile)	7 Years on cases brought to trial or closed otherwise/indefinitely on unresolved cases	Paper	09/30/1987	Rager, David
Safety	Police		87-162	Form 517 Application for Private Police Commission (personal history data on applicant)	Perpetual	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-163	Form 518 Commission for Private Police	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-164	Form 521 Application for Employment as School Crossing Guard (personal data on applicant)	1 Year	Paper	09/30/1987	Rager, David
Safety	Police		87-165	Form 522 School Crossing Guard Record	7 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-166	Form 524 Monthly Vice Activity Report (report on vice activity by month)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-167	Form 525 Worksheet for Tallying Motor Vehicular Accidents (number of auto accidents)	Current Month	Paper	09/30/1987	Rager, David
Safety	Police		87-168	Form 526 Vice Activity Report (report on each vice activity occurrence)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-169	Form 529 Liquor Arrest and Summary Report (arrest and investigation report involving liquor permit premise)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-170	Form 533 Hit and Run Supplementary Report (report completed on auto accidents where driver left scene of accident)	Solved cases: 3 Years; indefinitely on unresolved cases	Paper	09/30/1987	Rager, David
Safety	Police		87-171	Form 534 Field Interrogation Report (report regarding persons found under suspicious circumstances without proof of criminal wrong doing)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-172	Form 535 Bond for Private Police Commission	Until expiration date	Paper	09/30/1987	Rager, David
Safety	Police		87-173	Form 536 Registry of Motor Vehicle Traffic Accidents (telephone report from officer of traffic accident)	Six Years	Paper	09/30/1987	Rager, David
Safety	Police		87-174	Form 551 Notice of Improper Form or Information (informational report to officer of mistake which must be corrected)	None, destroy upon return to sending unit	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-175	Form 552 Polygraph Release (signed waiver; agreement to take polygraph test)	Lifetime of individual taking test	Paper	09/30/1987	Rager, David
Safety	Police		87-176	Form 558 False Check Complaint (investigative information on a bad check)	10 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-177	Form 565 Liquor License Information (investigative information on permit applicant)	Until liquor license is cancelled	Paper	09/30/1987	Rager, David
Safety	Police		87-178	Form 580 Personal Information Release Form (release of criminal history information)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-179	Form 581 Request for Records Check (request for criminal history information)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-180	Form 586 Mobilization Alert (information relating to personnel recall during civil disturbances)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-181	Form 586A Recall Test Alert (test alert for recall and mobilization of personnel)	30 days after recall	Paper	09/30/1987	Rager, David
Safety	Police		87-182	Form 590 Chief's Memorandum (memo attached to paperwork requiring some action such as: an investigation, report, letter to the public, etc.)	Current + 6 Months	Paper	09/30/1987	Rager, David
Safety	Police		87-183	Form 599 Firearms and Ammunition Inventory	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-184	Form 600 Notification of Rights	On capital crimes: Perpetual; length of appeals process on other crimes	Paper	09/30/1987	Rager, David
Safety	Police		87-185	Form 601 Consent to Search Without a Warrant	On capital crimes: Perpetual; length of appeals process on other crimes	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-186	Form 602 Search Authorization (permission from supervisor to perform a strip and/or body cavity search)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-187	Form 607 Crossing Guard Payroll Time Record	Seven Years	Paper	09/30/1987	Rager, David
Safety	Police		87-188	Form 611 Receipt for Junk Vehicle	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-189	Form 612 Release of Claims Form (release signed by non-employees riding as observers in police vehicles)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-190	Form 614 Log Sheets (informational notes on civil disorders, rock concerts, special events, etc.)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-191	Form 617 Monthly Compensatory Time Report (report of total compensatory time for district/section/unit) (listed on 81-15 schedule of record retention and destruction--request change to this schedule)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-192	Form 620 Business Night Telephone Number File (emergency numbers for business places located in city)	Until superseded	Paper	09/30/1987	Rager, David
Safety	Police		87-193	Form 623 Crime Lab Report (analytical report of evidence submitted for analysis)	On capital crimes: Perpetual; length of appeals process on other crimes	Paper	09/30/1987	Rager, David
Safety	Police		87-194	Form 624 Uniform and Related Equipment Sheet (listing of uniform parts and equipment assigned to sworn personnel)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-195	Form 628 Public Appearance Report (report of police personnel making an appearance at a public meeting, school, etc.)	Current + previous year	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-196	Form 630 Requisitions (internal order for supplies)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-197	Form 633 Court Notify Page (officer's notify for court)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-198	Form 639 Relief Moving Violations Logs (listing of moving violation citations)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-199	Form 643 Public Information Desk Report of major events or crimes to be disseminated to news media	Current + previous month	Paper	09/30/1987	Rager, David
Safety	Police		87-200	Form 645 Daily Evaluation Report (daily report of police recruit's progress)	10 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-201	Form 645B Field Training Guide (composite evaluation of recruit's progress)	10 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-202	Form 646 Bi-Weekly Evaluation Report (bi-weekly report of recruit's progress)	10 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-203	Form 647 Final Evaluation Report (recruit's progress and recommendation to retain or dismiss)	10 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-204	Form 648 Citizen Complaint Report (citizen complaint of an officer's wrong doing)	5 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-205	Form 652 Release of Medical Record Information (release of medical information of citizen regarding complaint against police officer)	5 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-206	Form 657 Long Distance Telephone Report (report of long distance telephone calls made from Police Division's phone)	Current year only	Paper	09/30/1987	Rager, David
Safety	Police		87-207	Form 657a Monthly Long Distance Telephone Report (listing of long distance telephone report)	Three Years provided audited	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-208	Form 659 Warrant Holder Card (report advising subject who is to appear in court has an outstanding warrant which has not been served)	30 days	Paper	09/30/1987	Rager, David
Safety	Police		87-209	Form 660 Warrant Holder Place Slip (report requesting Form 659 be completed)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-210	Form 661 Visitor's Registration for Hospitalized Prisoners (visitor's log)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-211	Form 668 Outside Work Permit (permission and information of a police officer's job outside of his Police Division employment)	Paper original retained for length of employment on outside job, microfilmed after one year and kept perpetually	Microfilm	09/30/1987	Rager, David
Safety	Police		87-212	Form 668B Outside Work Permit Roster (listing of officer's working an outside work detail)	Current + 6 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-213	Form 669 Warrant Disposition Report (number of warrants in the districts)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-214	Form 675 Warrant Control Card (cross reference file of warrant unit of assignment)	Current plus previous year after warrant has been disposed of	Paper	09/30/1987	Rager, David
Safety	Police		87-215	Form 676 Status of Court Evidence (information regarding status of evidence; if still needed for court)	Current + 2 Previous Years after case has final disposition	Paper	09/30/1987	Rager, David
Safety	Police		87-216	Form 678 Request to Reset Court Case (originated by police officer who is unable to appear for court and is requesting court case be reset)	Current + 5 previous months	Paper	09/30/1987	Rager, David
Safety	Police		87-217	Form 682 Citation Arrest Summary (listing of citations to court, criminal cases, for a 24-hour period)	Current plus 3 previous months	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-218	Form 684 Vice/Drug Activity Complaint (card index system of complaints received regarding vice/drug activity)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-219	Form 687 Auto Fatality Report (information report completed when auto fatality occurs)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-220	Form 688 Request to Purchase Service Revolver (completed upon retirement of officer)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-221	3x5 Accident Information Cards (cross index of auto accidents)	Six Years	Paper	09/30/1987	Rager, David
Safety	Police		87-222	Annual Report Compiling Papers (yearly preparation papers of annual report)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-223	Armory Equipment/Military Roster Sign-out Book (control of armory)	perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-224	Arrest Logs (listing of all arrests entered into computer system)	Current + 6 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-225	Auction Records (accounting of autos and property sold by Police Division)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-226	Award Files (information on nominations for police awards)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-227	Bank Deposit Ticket (record of monies received for copies of reports, name checks, etc.)	Until audited	Paper	09/30/1987	Rager, David
Safety	Police		87-228	Bicycle Registration Files (record of bicycles registered by citizens)	10 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-229	Block Watchers Registration Files (information on block watch participants)	10 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-230	Blotter (information on personnel moves, important events, etc. a historical record of district/section/unit)	perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-231	Budget Working Papers (informational papers regarding preparing budget for Division)	Current + 4 Previous Years	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-232	Case Set on Officer's Off Day (report explaining why court case was set on officer's scheduled off day)	60 days	Paper	09/30/1987	Rager, David
Safety	Police		87-233	Check Off Lists (list showing officer was advised regarding the subject of the list)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-234	Cincinnati Traffic Tag-Affidavit Copy (issued parking ticket) (listed on 85-1 schedule of record retention and destruction--request change to this schedule)	Provided audited: Current + 3 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-235	Conviction Transcript Letters (authorization to release criminal history information)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-236	Court Notify Books (master book for all court notifies for all officers)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-237	Criminal Information Jacket (jacket containing fingerprints, palmprints, etc.)	Until subject reaches 80 years of age	Paper	09/30/1987	Rager, David
Safety	Police		87-238	Daily Lineup (listing of persons working and radio car numbers)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-239	Daily Radio Inventory Sheets (accounting of radios assigned to district)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-240	Daily Tally Sheets (listing of statistical information in Court Administration Unit)	Until inclusion on monthly sheet	Paper	09/30/1987	Rager, David
Safety	Police		87-241	Destruction Records (listing of court-ordered destruction of property in police custody)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-242	Directed Patrol Sheets (information on specific patrol activities)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-243	Discretionary Car Report (listing of number of discretionary cars assigned daily)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-244	District Staff Meeting Notes (meeting notes of district supervisors)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-245	Drug Complaint and Investigation Reports (investigative information)	20 Years	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-246	Expenditure Reports (financial reports of Narcotic Liaison Unit)	20 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-247	Felon Registration File (listing of individuals released from penal institutions)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-248	Grant Forms (papers relating to filing for state and federal grants)	Until audited	Paper	09/30/1987	Rager, David
Safety	Police		87-249	Greater Cincinnati Hospital Council Meeting Files (meeting notes)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-250	Hamilton County Morgue/University Hospital Receipt(receipt of property for persons transported)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-251	Intelligence Reports (report of suspected drug dealers and users)	20 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-252	Inventory Records (record of property assigned to units, such as desks, chairs, file cabinets, etc.)	Until Updated	Paper	09/30/1987	Rager, David
Safety	Police		87-253	Investigative Supervisors Meeting Notes (meeting notes on criminal activity)	Current + 10 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-254	Investigative Unit Assignment Logs (listing of cases assigned to investigate)	5 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-255	Investigative Unit Key Book (listing of offense reports)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-256	Investigative Unit Tracking Sheets (used to establish crime patterns)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-257	Letters Received by Police Division (request for some type of service or investigation)	1-7 Years depending on administrative value	Paper	09/30/1987	Rager, David
Safety	Police		87-258	Liquor Jackets (information on liquor permit premise)	perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-259	Master Log Book (complete listing of property coming into Police Division control)	30 Years	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-260	Media Teletype (important events, arrests, etc. sent by teletype to news media)	Current Year	Paper	09/30/1987	Rager, David
Safety	Police		87-261	Monthly Activity Record for Investigators (found in District Two only)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-262	Monthly Tally Sheet (listing of daily sheets of Court Administration Unit's statistical information)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-263	Monthly Work Sheet for Covert Officers (activity record) (found in District Two only)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-264	Motion for Continuance (request by citizen to have court date changed)	30 days after court date	Paper	09/30/1987	Rager, David
Safety	Police		87-265	Office Technical Equipment Allotment (request by unit to have new equipment purchased)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-266	Officer's Ledger of Violations (listing of Cincinnati traffic tags; Ohio uniform traffic tag and notice to appear tags when issued by officer)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-267	Officer Profile (tracking of use of force, disciplinary infractions, etc.)	Until 1 year after active career	Paper	09/30/1987	Rager, David
Safety	Police		87-268	Officer's Relief Incident Log Book Pages (listing minor infractions or good work)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-269	OH-1 Monthly Summary Report (statistical review of auto accidents)	Current + 6 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-270	OUTT/CTT Inventory Control Sheets (inventory of Ohio uniform traffic tags/Cincinnati traffic tags issued to officers) (in District Four only)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-271	Operations Bureau Meeting Agendas and Notes (meeting notes)	Current + previous year	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-272	Police Clergy Roster and S.O.P. (listing of clergy and standard operating procedures)	Current year	Paper	09/30/1987	Rager, David
Safety	Police		87-273	Police Explorer Post Records (financial records)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-274	Police Explorer Post Records (meeting notes, personnel roster, etc.)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-275	Pursuit of Criminal Funds (financial record of money used in criminal investigations such as: payment of informants, liquor, drugs, etc.)	20 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-276	Radio Sign Out/Return Sheets (use of radios by off-duty personnel)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-277	Radio/Telephone Dictaphone Tapes (recording of radio and telephone transmissions at Communications Section)	Re-use after 90 days	Paper	09/30/1987	Rager, David
Safety	Police		87-278	Recommendation for Salary Step-Up (approval or denial of next pay step)	3 Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-279	Recruit Class Curriculum (listing of the curriculum for each recruit class)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-280	RENU Case Summary (arrest and investigaiton information on drug cases)	20 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-281	RENU Daily Activity Composite (activity record of officers assigned to Narcotic Liaison)	2 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-282	Registered Mail Receipts (receipt for registered mail sent by Impoundment Unit)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-283	Reportable Crimes Tracking Sheet (used to establish crime patterns) (at District One only)	4 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-284	Robbery Task Force Booklet (information on yearly Robbery Task Force) (at District One only)	Current year	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-285	Robbery Tracking Graph (graph of robberies occurring during Robbery Task Force period) (at District One only)	Current year	Paper	09/30/1987	Rager, David
Safety	Police		87-286	Shipment Receipts (records of supplies, materials, goods, etc., received by Police Division)	Provided audited: Current + 5 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-287	Shooting Scores of individual officers (on 5x8 index cards)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-288	Special Events Files (information on Police Week, Halloween, Christmas candy, etc.)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-289	Subpoena Book (listing of subpoenas received and served)	One year after completion of book	Paper	09/30/1987	Rager, David
Safety	Police		87-290	Telephone Dictaphone Tapes (recording tapes for telephone lines)	Tape re-used after 30 days	Paper	09/30/1987	Rager, David
Safety	Police		87-291	Teletype (wanted messages, GBDC's, etc.)	Current + previous year	Paper	09/30/1987	Rager, David
Safety	Police		87-292	Time Book (record of personnel assignment , vacation, detail time, sick time, etc.)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-293	Track Sick Employees Card (3x5 index card system to record employee sick time use)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-294	Traffic Warning Record (warning ticket for traffic violations)	30 days	Paper	09/30/1987	Rager, David
Safety	Police		87-295	Training Received by Individual Officer (listing on 3x5 index card system of all training received by officer)	Perpetual	Paper	09/30/1987	Rager, David
Safety	Police		87-296	Unit Property Book (listing of all property received by individual unit)	10 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-297	Vehicle Equipment File (listing of equipment assigned to individual police vehicles)	Current Year	Paper	09/30/1987	Rager, David
Safety	Police		87-298	Vehicle Jacket (folder containing information regarding individual police vehicles)	1 Year after vehicle is removed from service	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-299	Vehicle Validations (listing of open auto larcenies and complainant contacts by police)	2 Years	Paper	09/30/1987	Rager, David
Safety	Police		87-300	Vice Activity Statistics (information on number of vice related arrests) (at District One only)	Current + 2 Previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-301	Warrant Book (listing of warrants received by unit and disposition of service)	Current + previous year after completion of book	Paper	09/30/1987	Rager, David
Safety	Police		87-302	Warrant Recalls (sheet listing a recall of traffic warrants)	Six months subject to an internal audit	Paper	09/30/1987	Rager, David
Safety	Police		87-303	Weekly Inventory of Gas, Oil, Etc. (only at units having gas pumps)	Current Year	Paper	09/30/1987	Rager, David
Safety	Police		87-304	Arrested/Cited/Referred Persons (arrests and citations total - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-305	Classified Expense Report (financial report - computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-306	Classified Revenue Report (financial report-computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-307	Delinquent Notice Audit List (listing of all parking citations which were not paid within two weeks from date of issuance - computer printout)	Six Months	Paper	09/30/1987	Rager, David
Safety	Police		87-308	Detailed Bi-Weekly Cost Report (financial report-computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-309	Detailed Entry Report (financial report-computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-310	Encumbrance Report Program (financial report - computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-311	Expense Distribution Process/Report (financial report - computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-312	Payroll Processing/Gross Pay Register (financial report-computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-313	Statement of Balance (financial report-computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-314	28-Day Period Crime Report (offense reported by state statute-computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-315	Vacation and Sick Leave Balances (financial report- computer printout)	Three Years after audited	Paper	09/30/1987	Rager, David
Safety	Police		87-316	U.C.R. Adult and Juvenile Arrest by Age, Sex, Race (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-317	U.C.R. Monthly Stolen and Recovered Property and Auto Theft analysis(F.B.I. Uniform Crime Reporting report - computer printouts	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-318	U.C.R. Part I Offenses by Police District (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-319	U.C.R. Part I Offenses Crime Comparison Report by Month (F.B.I. Uniform Crime Reporting report - computer printout)	Current + previous Years	Paper	09/30/1987	Rager, David
Safety	Police		87-320	U.C.R. Part I Offense Disposition of Offenses Known to Police by Month (F.B.I. Uniform Crime Reporting report 0 computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-321	U.C.R. Part I Analysis of Selected Classes of Actual Offenses Known to Police (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-322	U.C.R. Part II and Offenses by Month (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-323	U.C.R. Possible Battered Women Offenses (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		87-324	U.C.R. Return "A" (F.B.I. Uniform Crime Reporting report - computer printout)	Current + 5 previous years	Paper	09/30/1987	Rager, David
Safety	Police		88-1	Form 67-Sworn Officers Working Out of Rank (New-Used to pay personnel working in a higher pay class)	3 Years, provided audited	Paper	07/11/1988	Rager, David
Safety	Police		88-2	Form 678 (listed prior to this date as 87-216 on Retention Schedules - request change to this schedule) Name of Form changed to "Change in Court Appearance" from "Request to Reset Court Case" Also change in retention period to "Current + Previous Year" from "Current plus 5 previous months"	Current + Previous Year	Paper	07/11/1988	Rager, David
Safety	Police		88-3	Form CBR-1 - Cincinnati Police Division Capital Budget Request Form (Used to document requests for capital budget items)	Current + 4 Previous years	Paper	07/11/1988	Rager, David
Safety	Police		88-4	Form 448S-Evaluation Supplement Log (Used to document significant instances in references to work of Police Officers)	Current + 3 Previous years	Paper	07/11/1988	Rager, David
Safety	Police		88-7	Form CPR, Cincinnati Police Division Capital Project Form. This form replaces Form CBR-1. Listed as Schedule number 88-3	Current + 4 Previous Years	Paper	11/09/1988	Rager, David
Safety	Police		87-37	Form 15 Property Envelope	Upon disposal of contents	Paper	02/08/1989	Rager, David
Safety	Police		87-38	Form 15N Property Security Envelope	Upon disposal of contents	Paper	02/08/1989	Rager, David
Safety	Police		87-64	Form 64 Property tag	Upon disposal of contents	Paper	02/08/1989	Rager, David
Safety	Police		87-111	Form 327 Property Tag (hold for court)	Upon disposal of contents	Paper	02/08/1989	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-55a	Delete Form 28-2m; replace with Form 28 Application For Purchase or Transfer of a Handgun	60 days of application approve	Paper	02/08/1989	Rager, David
Safety	Police		87-55b	Delete Form 28-2m; replace with Form 28 Application For Purchase or Transfer of a Handgun	If application denied, 2 years	Paper	02/08/1989	Rager, David
Safety	Police		87-55c	Delete Form 28-2m; replace with Form 28 Application For Purchase or Transfer of a Handgun	If used for purpose of firearm registration, permanent	Paper	02/08/1989	Rager, David
Safety	Police		89-1	Form 28A Application Control Ledger, used for investigation of Form 28 Application for Purchase or Transfer of Handgun	Same as Form 28	Paper	02/08/1989	Ammann, Ltc. E. P.
Safety	Police		89-2	Form DIS-94 Forfeiture Application, used by the Police Division Operations Unit when submitting property for the seizure/forfeiture process	1 Year + previous year	Paper	09/21/1989	Ammann, Ltc. E. P.
Safety	Police		89-3	Form 28C Application for registration of a Firearm, used for registration of firearms into the computer system	Permanent	Paper	09/21/1989	Rager, David
Safety	Police		90-1	267 Vehicle storage and impoundage fee receipt and release	Current Year + Previous Year	Paper	06/06/1990	Whalen, Lawrence E.
Safety	Police		90-2	268 Impounded vehicle receipt	Current Year + 2 Previous Years	Paper	06/06/1990	Whalen, Lawrence E.
Safety	Police		90-3	Auction Records	Current Year + Previous Year	Paper	06/06/1990	Whalen, Lawrence E.
Safety	Police		90-4	Registered mail receipts	Current Year + 2 Previous Years	Paper	06/06/1990	Whalen, Lawrence E.
Safety	Police		90-5	245I Receipt of fees from Impound Unit Daily cash receipts schedule	3 Years provided audited	Paper	06/06/1990	Whalen, Lawrence E.
Safety	Police		90-6	69P Payroll record of compensatory time balance	Current + 5 previous years	Paper	06/06/1990	Whalen, Lawrence E.
Safety	Police		90-7	Communication Incident History Fiche original	3 Years + Current Year	Microfiche	02/26/1991	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-22	City Letterhead Correspondence	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-23	9 Request for Certification/Contract	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-24	10 Cash Receipts Schedule	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-25	10A Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-26	10B Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-41	17 Temporary Transfer	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-41	17s Interdepartmental Correspondence	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-66	67P Temporary Transfer Pay	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-67	68P Payroll Record of Compensatory Time Earned (overtime and court slips compensated for in cash)	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-68	68P Payroll Record of Compensatory Time Earned (overtime and court slips compensatory time earned)	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		90-6	69P Payroll Record of Compensatory Time Balance	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-113	335 Personnel Payroll Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-115	335B Sworn Annual Shift Differential Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-116	335C Bi-Weekly Shift Differential Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-133	435 Overtime Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-191	617 Monthly Compensatory Time Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-196	630 Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-206	657 Long Distance Telephone Form	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-207	657 Monthly Long Distance Telephone Report	5 Years + Current Year	Paper	03/11/1991	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-231	Budget Working Papers	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-305	Classified Expense Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-306	Classified Revenue Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-309	Detailed Entry Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-310	Encumbrance Report Program	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-311	Expense Distribution Process/Report	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-248	Grant Forms	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-207	657A Listing of Long Distance Phone Calls and Telephone Charges	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-312	Payroll Processing/Gross Pay Register	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		81-18	Personnel Bulletins	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		81-19	Personnel Distribution List	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		82-36	Salary Step-up	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-313	Statement of Balances	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		81-29	Tuition Reimbursement Forms	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-62	55 Letter of Understanding	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-63	56 Letter of Understanding Police Escorts	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-1	Form 527 Arrest Slips	Current Year + 5	Paper	03/11/1991	Mincy, Isaac E.
Safety	Police		91-2	Form 527A Bond Information Sheet	Current Year + 5	Paper	03/11/1991	Mincy, Isaac E.
Safety	Police		91-3	Form 663 On Call Appearance	Destroyed daily after court	Paper	03/11/1991	Mincy, Isaac E.
Safety	Police		91-4	Form 664 Case Delay Request	Destroyed daily after court	Paper	03/11/1991	Mincy, Isaac E.
Safety	Police		91-5	120-4 Treasure Department Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		91-6	244 Accounting Unit Receipt for Money Received	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-7	245 Receipt of Fees from Records	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-8	542 Cash Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-9	Leasing Agreement Documents	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-10	#1 Requisition of Materials, Supplies and Services	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-11	3S Changes to Hours Balances	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-12	7 Purchase Order	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-13	8 Requisition Certification	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-14	19 Inter-departmental Bill and Settlement Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-15	21 Schedule of Accounts Receivable	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-16	24 Cancellation or Change Order	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-17	36 Inter-departmental Requisition	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-18	37 City of Cincinnati Claim Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-19	44 Sale of Obsolete Equipment	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-20	70S Permission to Travel	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-21	71S Statement of Travel Expense	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-22	72 Term Purchase Release	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-23	80S Application for Tuition Reimbursement	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-24	81S Monies Deposited in City Treasury	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-25	370 Towing Service Claim Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-26	370A Towing Service Claim Voucher	5 Years + Current Year	Paper	03/11/1991	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		91-27	431 Special Event Billing	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-28	431 Charge Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-29	541A Charge Receipt	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-30	608 Charge Memorandum	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-31	Contracts for Leased Vehicles	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		91-32	Payroll Attendance Record	5 Years + Current Year	Paper	03/11/1991	Rager, David
Safety	Police		87-10	OH-1 Auto Accidents (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David
Safety	Police		87-89	301 Offense Report (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David
Safety	Police		87-91	302 Homicide (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David
Safety	Police		87-92	303 Auto Larceny (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David
Safety	Police		87-94	304 Missing Person (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David
Safety	Police		91-1	527 Arrest Record (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David
Safety	Police		87-171	534 FIR Cards (Paper)	Revised - Until verified on Optical Disk	Paper	06/28/1991	Rager, David
Safety	Police		87-10a	OH-1 Auto Accidents (Paper)	10 years	Optical Disk	06/28/1991	Rager, David
Safety	Police		87-89a	301 Offense Report (Paper)	10 years	Optical Disk	06/28/1991	Rager, David
Safety	Police		87-91a	302 Homicide (Paper)	10 years	Optical Disk	06/28/1991	Rager, David
Safety	Police		87-92a	303 Auto Larceny (Paper)	10 years	Optical Disk	06/28/1991	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-94a	304 Missing Person (Paper)	10 years	Optical Disk	06/28/1991	Rager, David
Safety	Police		91-1a	527 Arrest Record (Paper)	10 years	Optical Disk	06/28/1991	Rager, David
Safety	Police		87-171a	534 FIR Cards (Paper)	10 years	Optical Disk	06/28/1991	Rager, David
Safety	Police		91-33	Form 668A Authorization for Coverage on Outside Work Permits	Until Permit no longer in effect, then copy to Microfilm	Paper	11/27/1991	Rager, David
Safety	Police		91-33A	Form 668A Authorization for Coverage on Outside Work Permits	Perpetual	Microfilm	11/27/1991	Rager, David
Safety	Police		91-34	Form 36D Disciplinary Charge Sheet	5 Years	Paper	11/27/1991	Rager, David
Safety	Police		91-35	Form 202A Commanding Officer's Daily Time Report	Current + 5 Years	Paper	11/27/1991	Rager, David
Safety	Police		91-36	Form 323 Report of Purchase of Stained/Beveled Glass	Current + 2 Previous Years	Paper	11/27/1991	Rager, David
Safety	Police		91-37	Form 318 Report Conditions Affecting Other Departments	Current + 1 Year	Paper	11/27/1991	Rager, David
Safety	Police		91-38	Cincom 29 Radio Log Sheet	Current Year	Paper	11/27/1991	Rager, David
Safety	Police		91-39	Cincom 30 Battery Inventory Sheet	Current Year	Paper	11/27/1991	Rager, David
Safety	Police		91-40	Cincom 31 Communications Assignment	Current + 2 Previous Years	Paper	11/27/1991	Rager, David
Safety	Police		91-41	Form 326 Property Check Out Card	2 Years + Current after case disposition	Paper	11/27/1991	Rager, David
Safety	Police		91-42	Form 339 Police Property Record	2 Years + Current after case disposition	Paper	11/27/1991	Rager, David
Safety	Police		91-43	Form 277 Confidential Informant Registration and Reliability	20 Years	Paper	11/27/1991	Rager, David
Safety	Police		91-44	Form 278 Cooperating Individual Agreement	20 Years	Paper	11/27/1991	Rager, David
Safety	Police		91-45	Form 279B Confidential Informant Receipt Part I & II	20 Years	Paper	11/27/1991	Rager, David
Safety	Police		91-46	Form 280 Cooperating Individual Release of Claims	20 Years	Paper	11/27/1991	Rager, David
Safety	Police		91-47	Form 281 Concealed Transmitter and Recording Consent	20 Years	Paper	11/27/1991	Rager, David

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		91-48	Form 545A Investigation Daily Report Time	Current + 1 Year	Paper	11/27/1991	Rager, David
Safety	Police		91-49	Form 429 Take Home Vehicle Report	Current + Previous Year	Paper	01/21/1992	Rager, David
Safety	Police		91-50	Form 495 Cincinnati Police Intoxication Report	5 Years + Current Year	Paper	01/21/1992	Rager, David
Safety	Police		91-51	Form 29 Record of Licensed Place	Perpetually	Paper	01/21/1992	Rager, David
Safety	Police		92-1	Form 496 DUI Investigation Record	5 Years + Current	Paper	01/21/1992	Rager, David
Safety	Police		92-6	Win 1 Winter Uniform Inspection Book	2 Years + Current Year	Paper	04/30/1992	Rager, David
Safety	Police		92-7	Sum 2 Summer Uniform Inspection Book	2 Years + Current Year	Paper	04/30/1992	Rager, David
Safety	Police		89-002	DIS-94 Forfeiture Application	3 Years + Current Year	Paper	05/22/1992	Miller, William A.
Safety	Police		92-8	Polygraph jacket 1 a. (Polygraph case jacket for applicants)	Current + 5 Years	Paper	05/22/1992	Miller, William A.
Safety	Police		92-9	Polygraph jacket 1 c. (Polygraph case jacket from criminal cases)	Current + 10 Years	Paper	05/22/1992	Miller, William A.
Safety	Police		92-10	CPI - Cincinnati Parking Infraction	30 days	Paper	11/23/1992	Gustavson, William
Safety	Police		92-10A	CPI - Cincinnati Parking Infraction	3 years	Optical storage disk	11/23/1992	Gustavson, William
Safety	Police		92-11	Homicide Investigative Files, Others (Abductions, Kidnapping)	Current + 6 Years if no action pending	Paper	01/14/1993	Gustavson, William M.
Safety	Police		92-12	Homicide Investigative Files (Residential Robberies)	Current + 6 Years if no action pending	Paper	01/14/1993	Gustavson, William M.
Safety	Police		87-230	Police Blotters	Change Retention period from Perpetual to 4 Years + Current at Police Division, then Permanent to Archives	Paper	12/22/1994	Gustavson, William M.
Safety	Police		94-001	Cellular Phone/Pager Control Form 11A	6 months + Current	Paper	04/05/1994	Gustavson, William M.
Safety	Police		94-002	Hit Skip Card Form 311C	Current + Previous Year	Paper	04/05/1994	Gustavson, William M.

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		94-003	654 Citation Cancellation	3 Years + current	Paper	04/05/1994	Gustavson, William M.
Safety	Police		89-002	Dis-94 Forfeiture Application change to from current and previous	Perpetual	Paper	04/05/1994	Gustavson, William M.
Safety	Police		87-277	Communication Audio Tape	Change from 90 days to 60 days	Audio tape	04/05/1994	Gustavson, William M.
Safety	Police		95-1	Court Ordered PEN Register Information	5 Years	Paper	10/16/1995	Gustavson, William M.
Safety	Police		95-2	Form 18F, Minor Use of force/injury to prisoner	Perpetual	Microfilm	10/16/1995	Gustavson, William M.
Safety	Police		95-3	Form 313, Firearms Report	5 Years + Current	Paper	10/16/1995	Gustavson, William M.
Safety	Police		95-4	Form 527B, Trial Preparation Report	5 Years + Current	Paper	10/16/1995	Gustavson, William M.
Safety	Police		81-3	Background Investigation Reports (of job applicants)	Change retention period from 5 Years to 18 months after date of hire.	Paper	10/16/1995	Gustavson, William M.
Safety	Police		81-3A	Background Investigation Reports (of rejected job applicants)	Change retention period to 5 Years	Paper	10/16/1995	Gustavson, William M.
Safety	Police		87-162	Application for Private Police	Change from Perpetual to 5 Years after separation	Paper	10/16/1995	Gustavson, William M.
Safety	Police		87-163	Commission for Private Police	Change from Perpetual to 5 Years after separation	Paper	10/16/1995	Gustavson, William M.
Safety	Police		95-5	Form #650 First Response Notice	Current + 2 Previous Years	Paper	12/18/1995	Gustavson, William M.
Safety	Police		95-6	form #651 Second Response Notice	Current + 2 Previous Years	Paper	12/18/1995	Gustavson, William M.
Safety	Police		96-1	Night Chief's Rounds	30 Days	Paper	05/08/1996	Charlton, Joseph C.
Safety	Police		96-2	Form 77 Specialized Assignment Application	Current Year + previous Year	Paper	05/08/1996	Charlton, Joseph C.
Safety	Police		96-3	Form 78 Civilian Assignment Availability	Current Year + previous Year	Paper	05/08/1996	Charlton, Joseph C.
Safety	Police		96-4	Form 641 Summary of Background Investigation	Current Year + 3 previous Years	Paper	05/08/1996	Charlton, Joseph C.

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		87-051	Form 25 Application for Leave of Absence (sick)	Change from perpetual to Current Year + 5 Previous Years	Microfilm	05/08/1996	Charlton, Joseph C.
Safety	Police		96-5	Form 605 Notification of Release	Current year + 5 previous years	Paper	06/25/1996	Charlton, Joseph C.
Safety	Police		96-5a	Form 536, Notice of Exclusion - Prostitution Exclusion Zone (90 Days)	3Years + current	Paper	12/09/1996	Charlton, Joseph C.
Safety	Police		96-6	Form 537, Notice of Exclusion/Prostitution Exclusion Zone	Change from One Year to 3 Years + Current	Paper	12/09/1996	Charlton, Joseph C.
Safety	Police		96-7	Form 538 Notice of Exclusion - Drug Exclusion Zone	Change from 90 Days to 3 Years + Current	Paper	12/09/1996	Charlton, Joseph C.
Safety	Police		96-8	Form 539, Notice of Exclusion - Drug Exclusion Zone	Change from One Year to 3 Years + Current	Paper	12/09/1996	Charlton, Joseph C.
Safety	Police		96-9	Form 540, Exclusion Zone Variance	3 Years + Current	Paper	12/09/1996	Charlton, Joseph C.
Safety	Police		96-10	Form 96, Random Drug Test Notification	5 Years + Current	Paper	12/09/1996	Charlton, Joseph C.
Safety	Police		96-11	Form 97, Medical Disclosure Form	Current Year + previous	Paper	12/09/1996	Charlton, Joseph C.
Safety	Police		91-3	Form 663 On-Call Court Appearance	Change retention period to 30 days	Paper	07/11/2001	Baker, S. Gregory
Safety	Police		01-152	Form 171T Request for Division Information Technology	Current Year + 5 Years	Paper	07/11/2001	Baker, S. Gregory
Safety	Police		01-001	OH-2 Ohio Traffic Crash Diagram Narrative	Current year plus 5 yrs	Optical Image	10/1/2001	Baker, S. Gregory
Safety	Police		01-002	OH-3 Ohio Traffic Accident Witness Statement	Current year plus 5 yrs	Optical Image	10/1/2001	Baker, S. Gregory
Safety	Police		01-003	OH-4 Ohio Traffic Crash Report (Addendum)	Current year plus 5 yrs	Optical Image	10/1/2001	Baker, S. Gregory
Safety	Police		01-004	437A K9 Daily Activity Report	Current year plus previous	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-005	437B K9 Monthly Officer's Daily Activity Record	Current year plus previous	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-006	437C Canine Officer's Activity Record Yearly Composite	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-007	440 Voluntary Shift Deviation	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		01-008	443 Voluntary off-day Deviation	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-009	606 Records Request	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-010	301 Cincinnati Police Division Incident Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-011	RC-2 Schedule of Records Retention and Disposition	Perpetual	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-012	RC-3 Schedule of Records Retention and Disposition	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-013	2-S Authorization for Payroll Deduction	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-014	IS-5 Intelligence Data Form Company/Organization	5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-015	6-S Lost Time Notice	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-016	BC Change Order for Purchase Order	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-017	13S Telephone	Destroyed Daily	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-018	16S City of Cincinnati Correction Form	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-019	17S Request for Paid Overtime	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-020	17S Temporary Transfer Division 1 Employees	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-021	17-SA Interdepartment Correspondence	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-022	17S-B Interdepartment Correspondence Sheet	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-023	18S Petty Cash Reimbursement Voucher	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-024	21S Ohio Division of Wildlife Deer Killed by Motor Vehicle	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-025	27-S Local Mileage Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-026	33S Requisition for Materials, Supplies and Services	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-027	34 Vehicle Pursuit Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-028	35S Performance Report Civilian	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		01-029	190 Request for Elimination Prints	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-030	195 Picture Label	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-031	212 Media Identification pass	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-032	243-A Conviction Record Transcript	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-033	272 Affidavit	Twenty years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-034	273 Notice of Seizure/Proof of Service	Twenty years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-035	277A Controlling District/Section/Unit	Twenty years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-036	279 Confidential Informant Receipt	Twenty years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-037	309 Inactive Case Warrants	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-038	311-ADD Supplementary Offense Report Addendum	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-039	311 DV Domestic Violence Investigation Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-040	316A Deceased Person Report	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-041	341 Cincinnati Police Departmental Receipt	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-042	368 Abandoned Vehicle Sticker	One year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-043	400 Employee Separation Time Report	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-044	405 Personal Crimes Unit Report of Missing Person	Two years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-045	428 Mountain Bike Inspection Report	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-046	430 Lease Car Exchange Form	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-047	439A Shift Selection Form	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-048	439B Shift Selection Form	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-049	439C Shift Selection Form	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		01-050	444 Administrative Remarks	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-051	451 Commendations	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-052	497 DUI Jacket Sign-Out Log	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-053	515 Volunteer Application for Volunteers	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-054	516 Office Request for Volunteers	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-055	517 Volunteer Cincinnati Volunteer Agreement	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-056	518 Volunteer Cincinnati Confidentiality Agreement	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-057	528 Accident Information Exchange Form	30 days	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-058	536 Notice of Exclusion-Prostitution Exclusion Zone (Ninety Days)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-059	537 Notice of Exclusion-Prostitution Exclusion Zone (One Year)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-060	538 Notice of Exclusion Drug Exclusion Zone (Ninety Days)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-061	539 Notice of Exclusion Drug Exclusion Zone (One Year)	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-062	540 Exclusion Zone Variance	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-063	551 Notice of Improper Form or Information	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-064	603 Consent to a Chemical Test without a Warrant	Perpetual	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-065	604 Request for Release of Records	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-069	644 Daily Observation Report	Ten years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-070	644S Daily Observation Report Supplemental Report	Ten years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-071	650 First Response Notice	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-072	650 Second Response Notice	Current year plus previous year	Paper	10/1/2001	Baker, S. Gregory

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		01-073	653 Citation Tag Registration Information Card	Until Superseded	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-074	655M Minor Misdemeanor Fine Schedule	Until Superseded	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-075	655P CPI Payment Instructions	Until Superseded	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-076	655R Citizen Referral	Until Superseded	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-077	655T OUTT Payment Instructions/CPI Payment Instructions	Until Superseded	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-078	662 Prisoner Phone Log	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-079	317 Cincinnati Police General Conditions Report	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-080	668C Overtime Availability Form	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-081	670 Interdepartmental Warrant Control Form	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-082	671 Notification Letter Traffic	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-083	674 Case Delay Request Card	Destroyed Daily after Court	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-084	675P Address Information Request (Post Office)	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-085	685 Report of Investigation	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-086	689 Abandoned Building Status Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-087	690 Visitors Log Sheet	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-088	BMV-2308 Request for Drivers License Examination or Recertification	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-089	BMV-3134 Financial Responsibility Proof	Current year plus 2 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-090	BMV-3303 State of Ohio Motor Vehicle Crash Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-091	Burglary Prevention Check List	One year	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-092	Card Request Form	One year	Paper	10/1/2001	Baker, S. Gregory

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		01-093	Canine Activity Report	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-094	Canine Drug Training Record	Perpetual	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-095	Cars Cleared	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-096	Cartridge Envelope	Disposal of Contents	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-097	CDOP 100 Emergency Lineup	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-098	CDOP 105 Command Post	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-099	Certificate of Military Training Pay	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-100	CHRC Suspected Hate Crime Incident Referral	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-101	Civilian Observer Stickers	Until Superseded	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-102	Confiscated Property Notice	1 year after disposal of property	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-103	Consent Agreement (Polygraph)	Lifetime of Subject	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-104	HP 3A State Highway Patrol Aircraft Accident Record	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-105	Completion of 3 month Training Session	Perpetual	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-106	Damage Claims	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-107	DLC 4053 Police Notification	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-108	Driver's License Verification	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-109	FD-249 Ten Print Fingerprint Card	Subject 80 years of age or dies	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-110	Front Yard Parking Stickers	Until Superseded	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-111	Gang Hotline Complaint Form	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-112	Gun Envelope	Until Disposal of Contents	Paper	10/1/2001	Baker, S. Gregory

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		01-113	Hamilton County Coroner's Laboratory Evidence Submission Form	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-114	HEA 2652 State of Ohio Intoxilyzer Test Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-115	HP 70 State Highway Patrol Investigative Field Sketch	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-116	Official Crime Laboratory Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-117	Ohio Uniform Incident Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-118	PSA-17 Personal Firearm Approval Request	Perpetual	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-119	Property Supplement	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-120	Robbery Key Book	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-121	Robbery Task Force Cars Cleared Report	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-122	School Crossing Guard Information	Place in Personnel Jacket	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-123	Staff Time and Cost of Referral	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-124	State of Ohio Intoxilyzer Log Book	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-125	State of Ohio Test Card Record	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-126	Victim/Witness Statement	Current year plus 6 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-127	Visitor Pass	Destroy at end of visit	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-128	Cincinnati CAD System Defect Report	Current year plus 3 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-129	Cincom 7 Communication Complaint Form	Five years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-130	Cincom 10 TCRU	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-131	Cincom 12 DEC Service Log	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-132	Daily Worksheet (TCRU)	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Safety	Police		01-133	Dispatcher Training and Evaluation Daily Observation Report	Ten years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-134	Police Communications Section Report	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-135	Sit Form	Current year plus 1 yr	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-136	Notice of Vehicle Impoundment	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-137	Notice to Lienholder of Impounded Vehicle	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-138	18C Use of Canine	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-139	18CI Use of Chemical Irritant	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-140	18I Injury to Prisoner	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-141	18TBF Use of Taser/Beanbag Shotgun 40MM Foam Round	Current year plus 5 yrs	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		01-142	Mobile Video Recording Tape	30 days	Video Tape	10/1/2001	Baker, S. Gregory
Safety	Police		01-143	Mobile Video Recording Tape	The orig.mobile video recording will be retained for 1 yr when used as: evidence, training, public rec rqst	Video Tape	10/1/2001	Baker, S. Gregory
Safety	Police		87-043	18 Use of Chemical Irritant/Taser/Canine	Current Year + 5 Years (Form 18 discontinued November 2000)	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		95-2	18F Supervisor's Preliminary Use of Force Investigation	Current Year + 5 Years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		87-211	668 Outside Employment Work Permits	Current Year + 6 Years	Paper	10/1/2001	Baker, S. Gregory
Safety	Police		91-033	668A Acknowledgement by the Secondary Employer	Current Year + 6 Years	Paper	10/1/2001	Baker, S. Gregory

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police	Criminal Investigation Section	Major Offenders Unit	02-001	Fraud "Information Only" case jackets and contents	Current year plus 3 previous years	Paper	6/28/2002	Janke, Assistant Chief Richard L.
Police			02-002	Police Department Assignment Report	Current year plus 5 previous years	Paper	6/28/2002	Janke, Assistant Chief Richard L.
Police			02-003	Employment Verifications	Current year plus 1 previous year	Paper	6/28/2002	Janke, Assistant Chief Richard L.
Police			81-3	Background Investigation Reports (of job applicants)	Change retention period from 18 months to 2 Years	Paper	6/28/2002	Combs, Assistant Chief Cindy M.
Police			02-004	Form 17SS-Substation Request Form	Current year plus 1 previous year	Paper	6/28/2002	Streicher, Chief Thomas H., Jr.
Police			02-005	Form 17MS-Monthly Substation Inspection	Current year plus 1 previous year	Paper	6/28/2002	Streicher, Chief Thomas H., Jr.
Police			01-142	Mobile Video Recording Tape	Changing retention period from 30 days to 90 days	Paper	6/28/2002	Streicher, Chief Thomas H., Jr.
Police			02-006	Form 473--Liquor Permit Application Routing Slip	Until Liquor License is cancelled	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-007	Crime Stoppers Tip Cards	Current year plus 2 yrs	Index Card and Electronic Data Base	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-008	Department of Justice Compliance Documents	Current year plus 5 yrs	Paper and Electronic Data Base	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			01-138	18C Use of Canine	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			01-139	18CI Use of Chemical Irritant	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police			01-140	18I Injury to Prisoner	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			01-141	18TBFP Use of Taser/Beanbag Shotgun/40MM Foam Round/Pepperball	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-010	18T Use of Taser/Diagram (Discontinued as Form 18A)	Current year plus 10 years	Paper and Electronic Data Base	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-011	18A Weapons Discharged at an Animal	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-012	18AD Accidental Discharge	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-013	18F Supervisor's Preliminary Use of Force Investigation	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-014	18SW Supplemental Witness List	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-015	17DP Detail Policy	Current year plus 5 yrs	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-016	17FTA Failure to Appear for Court	Current year plus 5 yrs	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-017	17IT Information Technology Request	Current year plus 5 yrs	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-018	644S Daily Observation Report Supplemental Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-019	646A FTO Program Sergeant's Weekly Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			87-204	Citizen Complaint or Information	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-020	646B FTO Program Relief Commander's Narrative Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-021	647A FTO Program Supervisor Monthly Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-022	647B FTO Evaluation Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police			02-023	648A Citizen Complaint Resolution Process-Acknowledgement of Participation	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-024	648A Citizen Complaint Resolution Process-Resolution Disposition	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-025	301AS CPD Arrest Supplement	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-026	311G CPD Confidential Investigative Notes-General	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-027	311N CPD Confidential Investigative Notes-Narrative	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-028	301PS CPD Property Supplement Report	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-029	311S CPD Confidential Investigative Notes-Suspect	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-030	301 WS CPD Victim/Vehicle Supplement	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-031	311DV CPD Confidential Investigative Notes-Domestic Violence	Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			01-069	644 Daily Observation Report	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			87-200	645 FTO Program Beat Profile	Changing Retention Period from 5 Years to Current year plus 10 years - Changing Title from Daily Evaluation Report	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			87-201	645B Field Training Guide (Recruit Evaluation)	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police			87-202	Form 646 Bi-Weekly Evaluation Report	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			87-204	648 Citizen Complaint or Information	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			87-203	647 FTO Final Evaluation Report	Changing Retention Period from 5 Years to Current year plus 10 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			87-089	301 CPD Incident Report	Changing Retention Period from 5 Years to Current year plus 10 years - Changing Title from Offense Report	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			87-094	304 CPD Missing Report	Changing Retention Period from 5 Years to Current year plus 10 years - Changing Title from Missing Person Report	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			02-032	303 CPD Motor Vehicle Incident Report	Current year plus 6 years	Paper	6/5/2003	Streicher, Chief Thomas H., Jr.
Police			04-001	Form 301, Offense Report	Change from 10 Years to Current + 6 Years	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-002	Form 301, Offense Report	Ten Years	Electronic	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-003	Form 304A, Child Abduction/Amber Alert Plan Form	Current Year + 3 Years	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police			04-004	Form 331, CPD Money Disposition Order	Current Year + 2 Years after disposition	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-005	Form 70T, Request for Outside Travel	Five Years + current term	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-007	Court Notifies	30 Days	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-008	Neighborhood Reports	30 Days	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-009	Contact Cards	Maintained until verified on electronic file	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-010	Contact Cards	Current + 5 Years	Electronic	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			04-011	Bureaus' News Release, monthly and annual reports	None established	Paper	12/30/2004	Streicher, Chief Thomas H., Jr.
Police			05-001	Court Control Daily Tally Sheet	Current Year + 1 Year	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-002	Court Control Daily Log Sheet	Current Year + 1 Year	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-003	Form 330 (white copy)	Maintained in Daily File Jacket	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-004	Release/Return of Items Card	Maintained in Daily File Jacket	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-005	Disposition Court Order	Maintained in Daily File Jacket	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-006	Daily File Jacket	Current Year + 5 Years	Manilla Folder	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-007	ACE Court Property Database	Current year + 25 Years	Magnetic Disk	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-008	Property Card File (to 1995)	Current year + 25 Years	Index Card	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-009	Paid CPIs	Until Audited by the County	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.
Police			05-010	Unpaid CPIs	Perpetual	Paper	11/1/2005	Streicher, Chief Thomas H., Jr.
Police Department			07-001	Staff Notes	Current year plus 3 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-002	Staff Notes - electronic (H drive)	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police Department			07-003	Form 527E - Case Investigation Jacket	Current year plus 3 previous years after the adjudication of the criminal charges	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-004	MVR1 - In-car Camera Tape/Disc Log	90 days	Tape/DVD	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-005	MVR2 - In-car Camera Spare Tape/Disc Log	90 days	Tape/DVD	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-006	MVR3 - MVR/DVR Custody Log	One year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-007	MVR4 - Supervisor's Daily Review Log	90 days	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-008	Form 15CD - CD/DVD Property Envelope	Upon disposal of contents	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-009	Form 15DIH - Notice of Impoundment and Hearing	1 year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-010	Form 311CW - Canvas/Witness Information	Current year plus 10 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-011	Form 311 ON - Officer's Notes	Current year plus 10 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-012	Form 529 LI - Liquor Inspection Check Off List	Perpetual	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-013	Form 560 - Community Problem Solving Worksheet	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-014	Form 561 - Community Problem Oriented Policing Action Summary	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-015	Form 562 - CPOP Resource Request	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-016	Form 669 - Report of Inspection Outside Employment	Current year plus 6 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-017	MUTT and NTA Correspondence	Current year plus 1 previous year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-018	Form 314 Adult (copies only)	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-019 (Replaces 79-10)	Telephone Bills (change from Cincinnati Bell Records to include all telephone bills)	2 years (no change)	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.

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RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police Department			07-020	Daily Reports/Worksheets	Current year plus 1 previous year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-021	Court Control Unit Log	Current year plus 1 previous year	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-022	Form 202C - Civilian Daily Time Report	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-023 (changed from 81-1)	Criminal Case Files - Misdemeanor Changed from Case Files	Change retention to "Current year plus 2 previous years- provided no action pending" from "current year plus 5 previous years"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-024 (changed from 81-1)	Criminal Case Files - Felony, 6-year prosecution limitation Changed from Case Files	Change retention to "Current year plus 6 previous years- provided no action pending" from "current year plus 5 previous years"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-025 (changed from 81-1)	Criminal Case Files - Felony (20-year prosecution limitation) Changed from Case Files	Change retention to "Current year plus 20 previous years-provided no action pending" from "current year plus 5 previous years"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-026	Accreditation Files - Copies	Current year plus 5 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-027	Form 17DC - Change in Detail Assignment	Current year plus 6 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-028	90SP - Supervisor's Review of Vehicle Crash (copies)	Five years after the vehicle is removed from service	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police Department			07-029 (changed from 81-1)	Criminal Case Files - Homicide; Closed (Change from Case Files)	Change retention to "30 years after appeals exhausted" from "current year plus 5 previous years"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-030 (changed from 81-1)	Criminal Case Files - Homicide: Pending (Change from Case Files)	Change retention to "Permanent" from "current year plus 5 previous years"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			87-016	Cin-Com 2 - Lost License Plate Card (blue)	Change retention to "Current year plus 4 previous years" from "retain for period current license plate color is valid"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			87-014	Cin-Com 2 - Stolen License Plate Card (green)	Change retention to "Current year plus 4 previous years" from "retain for period current license plate color is valid"	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			87-215	Disposition Orders Letters (Changed from Form 676- Status of Court Evidence)	Current year plus 2 previous years- after case has final disposition	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-031	DVR-HD, DVR Hard Drive Log	90 days	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-032	647C, FTO Recertification and Evaluation Report	Current year plus 10 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.
Police Department			07-033	647D, FTO Sergeant Recertification and Evaluation Report	Current year plus 10 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.

**CITY OF CINCINNATI - POLICE DEPARTMENT
RECORDS RETENTION SCHEDULES**

Department	Division / Subdivision	Location / Branch	Schedule Number	Record Title and Description	Retention Period	Media Type	Records Commission Approval Date	Department Authority
Police Department			07-034	647E, Community Problem Oriented Policing Problem-Solving Exercise	Current year plus 10 previous years	Paper	06/18/2007	Streicher, Chief Thomas H., Jr.